



7093 BROAD NECK ROAD HANOVER, VA 23069 804-537-5316 BRAD WILCOX, DIRECTOR
FACILITY USAGE REQUEST FOR GOVERNMENT ENTITIES TRAINING, CLASSES, MEETINGS, ETC.

REQUESTED DATE(S) _____ BEGIN TIME _____ END TIME _____
ARE YOUR DATES FLEXIBLE? YES NO
AGENCY/DEPARTMENT _____ AGENCY CODE (STATE AGENCIES ONLY) _____
CONTACT NAME _____ STATE FEDERAL LOCAL
Mobile _____ EMAIL _____
BILLING ADDRESS _____

EVENT TITLE _____ **NUMBER OF EXPECTED ATTENDEES** _____

SELECT THE TYPE OF SPACE REQUESTED FOR YOUR EVENT

SPECIFIC SPACE MAY BE REQUESTED BUT IS ASSIGNED BASED ON AVAILABILITY AND EVENT.

THE CUSTOMER RELATIONS OFFICE WILL CONTACT YOU TO DISCUSS YOUR ROOM SETUP AND AVAILABILITY.

ACADEMIC CLASSROOM COMPUTER LAB CONFERENCE/MEETING SPACE- OPEN AREA
 A/V PRODUCTION STUDIO TACTICAL TRAINING (HOUSE) TACTICAL TRAINING (BARRETT)
 VPSTC EXTERIOR PROPERTIES OTHER/CONTACT VPSTC CUSTOMER RELATIONS COORDINATOR (804) 971-1087

SPECIAL REQUESTS AND ACCOMODATIONS

ROOMS INCLUDE: PROJECTOR, SCREEN, COMPUTER EQUIPMENT, DRY ERASE BOARD, FLIP CHARTS AND BASIC CLASSROOM STYLE SETUP.

CATERING SERVICES

EXCLUSIVE VPSTC CATERING SERVICES - OUTSIDE CATERERS ARE PROHIBITED.

WILL YOUR EVENT REQUIRE FOOD? YES (FEE*) NO *FOOD TABLE(S) PROVIDED AND SETUP BASED ON THE SELECTED MENU.*

**AN INVOICE FOR FOOD ORDERS WILL BE SENT TO THE CLIENT/AGENCY AFTER EACH EVENT.*

THE CUSTOMER RELATIONS OFFICE WILL CONTACT YOU TO DISCUSS YOUR CATERING REQUEST TO PROVIDE ASSISTANCE.

ALL FOOD PURCHASES SHALL ADHERE TO THE GUIDELINES IDENTIFIED IN THE CAAP MANUAL AND ESTABLISHED AGENCY PROCEDURES.

THE PURCHASE SHALL BE WITHIN THE MEAL GUIDELINES OF THE M&IE RATE TABLE PER THE DEPARTMENT OF ACCOUNTS REQUIREMENT.

CLIENT NAME _____ DATE _____

DIGITAL SIGNATURE _____

*If you have questions or need assistance completing this form,
please email vpstc@djj.virginia.gov to contact the Customer Relations Office.*